



SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>Purposes, activities, rules, and regulations of the Office of Inspector General;</li><li>Provisions of the California Penal Code, Evidence Code, and Code of Civil Procedures;</li><li>Major investigative operational plans;</li><li>Criminal and personnel investigation techniques and procedures;</li><li>Interview, information, and intelligence gathering processes and procedures;</li><li>Principles, procedures, and recent trends in corrections and parole work;</li><li>Laws of arrest;</li><li>Individual's constitutional rights including those relating to laws of arrest;</li><li>Proper tactics, and use of force in affecting arrests of suspects;</li><li>Search and seizure and the service of legal process;</li><li>Techniques for securing, preserving, and handling evidence and the rules of evidence and court procedures;</li><li>Principles, practices, and techniques in rehabilitating antisocial persons;</li><li>Tactical operations;</li><li>Training techniques;</li><li>Officer safety;</li><li>Principles and methods of correctional administration.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>Gather and prepare evidence;</li><li>Develop techniques, methods and skills and apply applicable laws required to conduct criminal and personnel investigations;</li><li>Establish and maintain cooperative relations with law enforcement and governmental agencies;</li><li>Prepare and present well-organized, accurate, timely, clear, and concise written reports;</li><li>Communicate effectively;</li><li>Analyze situations accurately and take effective action;</li><li>Operate a motor vehicle safely and effectively;</li><li>Plan and conduct investigations including criminal investigations;</li><li>Use, maintain, and qualify with approved firearms;</li><li>Gather, analyze, and evaluate facts and evidence.</li></ol> <p><b>Special Personal Characteristics:</b> No illegal involvement in controlled substances as an adult; willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally-included persons and environments in performance of duties; willingness to work under-cover and participate in covert moving, stationary, and aerial surveillance; willingness to utilize a variety of weaponry, including shotguns and tear gas; willingness to pursue violent repeat offenders and affect their arrest; satisfactory record as a law-abiding citizen; maintain good credit; possession of a valid driver license; willingness to use all appropriate means, including deadly force, to carry out peace officer duties; exercise good judgment; and demonstrate good work habits.</p> <p><b>Special Physical Characteristics:</b> Freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of the position.</p>
	<p><b>Citizenship Requirement:</b> Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.</p> <p><b>Felony Disqualification:</b> Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 2, Article 8, Sections 1179(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this classification.</p> <p><b>Firearm Conviction Disqualification:</b> Anyone who is restricted for receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.</p> <p><b>Background Investigation:</b> Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a background investigation may be required to undergo only a partial background investigation.</p> <p><b>Medical Requirement:</b> Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination, which includes a psychological evaluation, to determine that he or she can perform the essential functions of the job safely and effectively.</p> <p><b>Drug Testing Requirement:</b> Applicants for positions in these classes are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under state Personnel Board 213.)</p> <p><b>Training Requirements:</b> Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.</p>
	<p>The resulting eligible list will be used to fill vacancies in Rancho Cucamonga. This list will be abolished 12 months after it is <u>established unless the needs of the service and conditions of the list warrant a change in this period.</u></p> <p>Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under Government Code Section 18973.5 (a).</p> <p>When the requirements for the criteria for a range are met and the appointing power so recommends, the employee shall move to the appropriate rate in the higher range under the provisions of Section 599.676.</p>

PERSONS  
APPOINTED AS A  
PEACE OFFICER  
MUST MEET THE  
FOLLOWING  
REQUIREMENTS

ELIGIBLE LIST  
INFORMATION  
VETERANS  
PREFERENCE  
SALARY RANGE  
INFORMATION

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Inspector General's Office of Human Resources at (916) 830-3600 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

**If a candidate's notice of oral interview** or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, the Office of the Inspector General or on the Internet at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Office of the Inspector General** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law's and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and condition warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history-fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans' Preference:** For examinations that are considered entry level, veterans' preference credits are added to the final score of competitors who are successful in the examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent status are not eligible to receive veterans' credits. Directions for applying for veterans' preference are on the Veterans Preference Application from which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.